

A COMPARISON OF CERTIFICATION REQUIREMENTS FOR  
VOCATIONAL BUSINESS AND OFFICE EDUCATION  
TEACHERS IN KENTUCKY AND BORDERING STATES

---

A Thesis  
Presented to  
the Business Education Graduate Committee  
Morehead State University

---

In Partial Fulfillment  
of the Requirements for the Degree  
Master of Business Education

---

by  
V. Glenn Tyra  
July 1974

Accepted by the faculty of the School of Business and Economics,  
Morehead State University, in partial fulfillment of the requirements  
for the Master in Business Education degree.

M. Lincee Frien  
Director of the Thesis

Master's Committee: M. Lincee Frien, Chairperson

George Montgomery

James Smith

July 15, 1974  
(date)

V. Glenn Tyra, M.B.E.  
Morehead State University, 1974

The purpose of this study was to compare the requirements for certification of vocational business and office education teachers in Kentucky with requirements for certification in bordering states: Illinois, Indiana, Missouri, Ohio, Tennessee, Virginia, West Virginia. Special attention was given to the following factors: (1) minimum number of college semester hours required for vocational business and office teacher education certification, (2) minimum number of college semester hours required to teach in a specific business subject, (3) extra course requirements beyond a bachelor's degree, and (4) office-related work experience acceptable if work experience is required for certification.

The survey method of research was utilized to develop this study. These processes included: (1) collection of the data, (2) analyzing the data, and (3) presenting facts, interpretations and conclusions in readable form.

The pertinent findings of this study revealed that all states surveyed required between 120 and 128 college semester hours for certification as a business and office education teacher. All states required between 30 and 50 college semester hours in general education courses which included student teaching. Most states surveyed required a major or an area in business education.

All states surveyed indicated that work experience was very beneficial to the business and office education teacher with five states requiring 2,000 hours or more of office-related work experience and the other three states desiring some office-related work experience but not requiring it.

Most states anticipated change in certification requirements for vocational business and office education teachers. These changes ranged from a very minor to a complete change in the certification requirements.

Based on the findings of this study it was concluded that if an applicant met the certification requirements in Kentucky, then he/she would meet the certification requirements in four of the bordering states: Illinois, Tennessee, Virginia, and West Virginia.

Accepted by: M. Louise Furrer, Chairperson

George Montgomery  
James L. Lyle

## TABLE OF CONTENTS

	Page
ABSTRACT OF THESIS . . . . .	iii
Chapter	
1. INTRODUCTION . . . . .	1
State of the Problem . . . . .	2
Need for the Study . . . . .	3
Ultimate Objective . . . . .	4
Limitations. . . . .	4
Definitions. . . . .	4
2. RELATED LITERATURE . . . . .	6
Whitt Study. . . . .	6
Pi Omega Pi Study. . . . .	7
Dees Study . . . . .	8
Jones Study. . . . .	10
Gray Study . . . . .	11
Whitney Article. . . . .	12
3. PROCEDURES . . . . .	14
Related Research . . . . .	14
Selection of States. . . . .	14
Collection of Data . . . . .	15

Chapter	Page
4. PRESENTATION OF DATA. . . . .	16
Illinois Certification Requirements . . . . .	16
Work Experience Requirements. . . . .	19
Certification Trends in Illinois. . . . .	20
Provisional Vocational Certificate. . . . .	20
Indiana Certification Requirements. . . . .	21
Work Experience Requirements. . . . .	24
Certification Trends in Indiana . . . . .	25
Kentucky Certification Requirements . . . . .	25
Work Experience Requirements. . . . .	27
Certification Trends in Kentucky. . . . .	27
Missouri Certification Requirements . . . . .	28
Work Experience Requirements. . . . .	30
Certification Trends in Missouri. . . . .	30
Ohio Certification Requirements . . . . .	31
Work Experience Requirements. . . . .	34
Certification Trends in Ohio. . . . .	34
Tennessee Certification Requirements. . . . .	34
Work Experience Requirements. . . . .	37
Certification Trends in Tennessee . . . . .	37
Virginia Certification Requirements . . . . .	37
Work Experience Requirements. . . . .	40
Certification Trends in Virginia. . . . .	40
West Virginia Certification Requirements. . . . .	41
Work Experience Requirements. . . . .	43
Certification Trends in West Virginia . . . . .	43

Chapter	Page
5. SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS. . . . .	44
Major Findings . . . . .	44
Conclusions. . . . .	47
Recommendations. . . . .	47
APPENDIXES . . . . .	49
Appendix A . . . . .	50
Appendix B . . . . .	52
Appendix C . . . . .	61
Appendix D . . . . .	64
Appendix E . . . . .	70
Appendix F . . . . .	74
Appendix G . . . . .	78
Appendix H . . . . .	82
Appendix I . . . . .	84
Appendix J . . . . .	86
Appendix K . . . . .	89
BIBLIOGRAPHY . . . . .	92

## Chapter 1

### INTRODUCTION

Certification requirements for business and office education teachers have undergone revisions during the past decade. Much of the change has been brought about by business teacher education associations, teacher accreditation associations of higher education, and Federal and state legislation. "One of the most significant changes in business teacher education has been the inclusion of work experience as a requirement for certification. . . ." <sup>1</sup>

Although certification requirements have been updated and improved by the efforts of interested educators, it is still obvious that the requirements have not kept pace with the vocational needs of today. As stated by Whitney, "A question might be raised as to whether or not one broad teaching certificate in business and office education is feasible or realistic." <sup>2</sup>

Minimal certification requirements, according to Keller, have resulted in a surplus of business and office education teachers. He believes that this surplus would be reduced if only those individuals

---

<sup>1</sup>Maloyd E. Jones, Jr., "Work Experience Requirements for Business Teachers," Eastern Business Teacher Association Journal (Fall, 1972), p. 29.

<sup>2</sup>Eugene Whitney, "A Perspective on Teacher Certification," Sincerely Yours (November, 1972), p. 20.



obtaining an area of concentration, a major, or a minor in business and office education were permitted to teach in the business field.<sup>3</sup>

Thus, business educators recommend that the State Department of Education in each state evaluate their certification requirements in each field and possibly initiate major modifications in order to meet the changing demands brought about by the fast-changing vocational needs of today.

In addition, the diversity of certification requirements adds to the problem. States vary with regard to requirements for certification of business and office education teachers. Unique courses are required for certification in a few states. For example, Ohio requires a two-week workshop in vocational education.

In order to promote uniformity in certification requirements, The Policies Commission for Business and Economic Education recommended that

. . . business teacher certification standards should be sufficiently uniform in the 50 states of the United States so that business teachers who qualify in any one state also be eligible for certification in the other 49 states.<sup>4</sup>

#### Statement of the Problem

The purpose of this study was to compare the requirements for certification of vocational business and office education teachers in Kentucky with requirements for certification in bordering states: Illinois, Indiana, Missouri, Ohio, Tennessee, Virginia, and West Virginia.

---

<sup>3</sup>William D. Keller, "Too Many Business Teachers?--Let's Raise Standards," The Journal of Business Education, (May, 1972), pp. 314-315.

<sup>4</sup>Policies Commission for Business and Economic Education, "This We Believe About the Preparation and Certification of Business Teachers," Business Education Forum, (April, 1972), pp. 61-62.

Specifically, this study sought answers to the following questions:

1. What are the minimum number of college semester hours required for vocational business and office teacher education certification?
2. What are the minimum number of college semester hours required to teach in a specific business subject?
3. What extra courses beyond a bachelor's degree, if any, are required for certification as a vocational business and office education teacher?
4. What areas of office-related work experience are acceptable if work experience is required for certification?

#### Need for the Study

Since technology has expanded so rapidly in the past decade, educators believe that teacher certification requirements should be reevaluated. There is a need to ascertain if higher education institutions in Kentucky are offering a curriculum to certify vocational business education teachers both in Kentucky and bordering states. Also, there is a need to ascertain if Kentucky's requirements for vocational business and office certification are similar to those of bordering states.

Because of today's mobile population in the United States, the administrators in the teacher preparation institutions and the administrators in each state's Department of Education need to be aware not only of the certification requirements in their own state but also in the other 49 states as well.<sup>5</sup>

---

<sup>5</sup>James W. Crews, "Business Teacher Certification in Transition," National Business Education Quarterly, XXXVIII (December, 1969), p. 56.

### Ultimate Objective

The results of this study may be utilized by business educators in Kentucky's institutions of higher education in their endeavor to develop programs which satisfy vocational certification requirements in Kentucky and in bordering states.

### Limitations

This study was limited to:

1. The ability of the researcher to correctly interpret the certification requirements as outlined in published material received from selected states and from information received from each state director of vocational business and office education.
2. The states of Kentucky and bordering states: Illinois, Indiana, Missouri, Ohio, Tennessee, Virginia, and West Virginia.
3. The certification requirements for business and office education teachers only.

### Definitions

For the purpose of clarity and understanding, the following terms are defined as they pertain to this study:

Bordering states refers to Illinois, Indiana, Missouri, Ohio, Tennessee, Virginia, and West Virginia.

Minimal certification requirements refers to the minimum number of semester college hours required in order to teach in the business field of study.

Vocational business and office education involves

. . . the training for employment in accounting, business data processing systems, filing, office machines, office

clerical, information communication, material support occupations, personnel, stenographic, secretarial, supervisory and administrative management, and typing.<sup>6</sup>

Work experience refers to any business-related employment to which State Departments of Education give consideration in fulfilling requirements for vocational business and office teacher certification.

---

<sup>6</sup>Alpha Psi Chapter, Pi Omega Pi, "A Survey by State to Determine Future Demands for Secondary Business Teachers" (Bowling Green State University, Ohio, unpublished survey report, January 16, 1969), pp. 1-9.

## Chapter 2

### RELATED LITERATURE

This chapter reviews selected related literature and research studies pertaining to teacher certification requirements. Special attention was focused on a study conducted by Whitt on requirements for vocational business education teacher certification in Kentucky and selected states. Also, much attention was given to the study conducted by the Alpha Psi Chapter of Pi Omega Pi at Bowling Green State University (Ohio) to determine future demands for secondary business education teachers. Other selected research studies related to this problem and considered most significant to this study were also reviewed.

#### Whitt Study

Using a questionnaire, the Whitt study surveyed the basic certification requirements for vocational business education teachers in Kentucky and selected states: Florida, Indiana, Maryland, Michigan, New Jersey, New York, Ohio, Pennsylvania, Virginia, and West Virginia. Specific areas examined were: (1) semester hours required for vocational business education certification, (2) types of teaching certificates and length of validity, (3) areas of work experience acceptable for consideration, (4) methods courses required, and (5) student teaching requirements.

The major findings of the Whitt study are as follows:

1. There were 29 differently-named certificates varying from one year to life-time validity.
2. General education requirements varied from 30 to 48 semester hours.
3. A minimum of a bachelor's degree and a valid teaching certificate were required by most states.
4. The number of semester hours in business for vocational business teacher certification varied from 30 semester hours to 70 semester hours. The mean was approximately 38.7 semester hours.
5. Work experience requirements varied from 460 hours to two years of employment.
6. Nearly all of the states examined required at least one methods course.
7. Student teaching was required by most of the states examined--varying from 6 to 8 semester hours.

Whitt recommended that State Departments of Education work with professional organizations in establishing the standards for vocational business education certifications. Whitt further recommended that a study of this type be made for all fifty states.<sup>7</sup>

#### Pi Omega Pi Study

A state-by-state survey was conducted by the Alpha Psi Chapter of Pi Omega Pi of Bowling Green State University, Bowling Green, Ohio, to determine future demands for secondary business education teachers. To

---

<sup>7</sup>Doris W. Whitt, "Certification Requirements for Vocational Business Education Teachers in Kentucky and Selected States" (Unpublished Master's Research Report, Morehead State University, 1973), pp. 1-2, 49-50.

gather data for this study, a questionnaire was sent to all state supervisors of business education. The questionnaire basically sought statistical information concerning teachers of business education.

The majority of the data obtained were presented in the study in table form. Eighty percent of the 50 questionnaires sent out were completed and returned.

The major findings derived from the study were as follows:

1. Thirty-four states indicated that some work experience was required to become certified as a secondary vocational business education teacher.
2. Eleven states required one year of work experience.
3. Eight states required two or more years of work experience and one state required one to two years.
4. Seven states required 2,000 clock hours of work experience.
5. Four states required over 2,000 clock hours of work experience.
6. One state required 4,000 clock hours of work experience for teachers holding a bachelor's degree and 2,000 clock hours for those holding a master's degree.

This study indicated that most states have work experience requirements and that future teachers may want to consider meeting those requirements prior to completion of their college work.<sup>8</sup>

#### Dees Study

The purpose of the Dees study was to examine the opinions of college business educators, state supervisory personnel in business

---

<sup>8</sup>Alpha Psi Chapter, Pi Omega Pi, loc. cit.

education, and secondary school business teachers on selected policies and requirements for certification of business teachers in secondary schools. In gathering the data, the author submitted a questionnaire to selected colleges and universities, business education state supervisors, and secondary business teachers in 11 southeastern states. A response was received from 79.2 percent of the 175 questionnaires sent.

The major conclusions derived from this study were as follows:

1. Certification policies should be set up by business teacher educators, state education officials, and members of professional organizations.
2. Approved policies should be used more extensively in teacher certification.
3. State certification requirements should be stated in college credits for general, professional, and business education.
4. Each certificate should specify the business areas that the holder is qualified to teach.
5. Methods courses should be required in certain business subjects.
6. Business teachers should be eligible for certification in basic economics.
7. The major portion of the teacher education curriculum should be devoted to business education and related business subjects.
8. Teaching experience should be accepted in lieu of the student teaching requirements.<sup>9</sup>

---

<sup>9</sup>Constance Y. Dees, "A Survey of Opinions on Certain Certification Policies and Requirements for Business Teachers," Journal of Business Education (December, 1970), p. 121.



Jones Study

In 1971, through the use of a questionnaire, a study conducted by Jones at Ohio State University sought to determine the work experience certification requirements in secondary business education programs in the United States and its territories. The major findings were:

1. Twenty-five states and one territory required work experience for the certification of business education teachers.

2. Twenty-five states and one territory did not require any work experience for the certification of business education teachers.

3. Thirteen states did not require work experience for certification of business teachers but required work experience for certification of business teachers employed in state-Federal reimbursed programs.

4. Thirty-nine states and one territory required work experience of all business teachers in state-Federal reimbursed programs.

5. All states in the Mountain-Plains Region required work experience to be certified to teach in a state-Federal reimbursed education program, while only two states and one territory in the Eastern Region of the United States had such a requirement.

6. Two states (Arkansas and New Jersey) accept only full-time continuous work experience.

7. One state (Ohio) accepts full-time continuous or noncontinuous work experience.

8. Thirty-two states and one territory reported accepting part-time work experience.

9. Eighteen states accepted work experience through high school and college cooperative programs.

10. Fifteen states and one territory accept work experience through college cooperative work experience programs only.

11. Thirteen states indicated that the work experience requirements were two years or 4,000 clock hours.

12. Fifteen states and one territory required one year or the equivalent of 2,000 clock hours of work experience.

13. Eleven states accepted sales, office, or office-related work experience in fulfilling the work experience requirement.

14. Thirteen states reported that office or office-related work experience, but not sales work, was acceptable to meet the work experience requirements.

15. Eleven states indicated that neither sales nor related office work experience would be accepted in fulfilling the requirements--only office work experience was acceptable.<sup>10</sup>

### Gray Study

In 1970, Gray completed a study of vocational business education programs in ten southeastern states to seek information concerning the effects of the new vocational education programs on teacher preparation. Basically, it was found that the vocational business curriculums in most states were composed mainly of two programs: (1) block-time programs and (2) cooperative programs.

Through the use of a questionnaire, business education teachers were asked their opinions concerning educational and work experience

---

<sup>10</sup>Maloyd E. Jones, Jr., loc. cit., pp. 29-30, 32.

requirements and changes which they thought were needed in the certification requirements for vocational business teachers. Listed below are some of their opinions and responses:

1. The majority of business teachers considered themselves to be adequately qualified to teach.

2. Most business teachers affirmed office occupations experience, but were not willing to acquire new work experience on timely intervals.

3. Some business teachers felt that work experience requirements should be increased or that present work experience requirements be more strictly enforced.

4. Many business teachers suggested that teacher education institutions provide the necessary work experience through cooperative programs at the college level.

5. Many business teachers saw a need for improvement in courses of study and improving the qualification of those who teach such courses at the college level.

6. A number of business teachers saw a need for workshops for vocational teachers offered through state universities.<sup>11</sup>

#### Whitney Article

In an article by Whitney on teacher certification requirements of business teachers, the author pointed out the need for individual subject-area certification instead of the one broad teaching certificate for business education as most states require.

---

<sup>11</sup>Robert B. Gray, "The Effect of the New Vocational Business Education Programs on Teacher Preparation," Business Education Review (Summer, 1971), pp. 61-66.

During the 1971-72 school year, a survey of first-year business education teachers was conducted in three of New York's 13 regions. The sampling represented about 20-24 percent (or 44) of the state's first-year business teachers. The major findings were:

1. Only four of the 44 business teachers surveyed had taken methods courses in the areas in which they were certified to teach.
2. Twenty-three of the 44 business teachers indicated that they had never taken a college course in at least one of the subject areas they hold certification to teach.
3. Sixteen of the 44 business teachers reported that they had not received any college typewriting instruction of any kind. Six of those teachers were teaching typewriting as part of their teaching assignments.
4. Six of the 44 business teachers surveyed reported that they did not have student teaching in college before assuming teaching responsibilities.

A significant point of this article is that many business teachers are teaching courses which they are not qualified to teach. It indicates that a broad business education certificate can give a teacher the license to teach typewriting or any other business subject without ever having taken the course.<sup>12</sup>

---

<sup>12</sup>Eugene Whitney, loc. cit., pp. 11, 20.

## Chapter 3

### PROCEDURES

This study compared the certification requirements for vocational business and office education teachers in Kentucky with those of bordering states. The procedures used in examining each state's certification requirements are outlined in this chapter.

#### Related Research

Articles in business education magazines and selected theses and dissertations in the Johnson-Camden Library at Morehead State University were reviewed. A computer search of the Educational Resource Information Center Document Base was completed to aid in the development of a bibliography. Data from pamphlets published by each state's Department of Education were also reviewed.

#### Selection of States

The states included in this study were Kentucky and states bordering Kentucky--Illinois, Indiana, Missouri, Ohio, Tennessee, Virginia, and West Virginia. The states were selected because it was assumed that most Morehead State University graduates majoring in business education go to these states seeking teaching positions.

### Collection of Data

The methods used in gathering data for this study were letters of request for information and telephone calls for clarification of the information received.

The first letter (Appendix A) was sent to each state's Director of Vocational Business and Office Education requesting state publications on the certification requirements for vocational business and office education teachers. A second letter was sent to each Director (Appendix B) seeking answers on specific questions about each individual state concerning specific certification areas. All recipients of both letters of request responded.

Telephone conversations with state directors were made to clarify information received.

## Chapter 4

### PRESENTATION OF DATA

This chapter presents a narrative description of the requirements to become a certified vocational business and office education teacher in each of the eight states surveyed. The eight states surveyed are presented in alphabetic sequence as follows: Illinois, Indiana, Kentucky, Missouri, Ohio, Tennessee, Virginia, and West Virginia.

#### Illinois Certification Requirements

To become certified to teach in a vocational business and office education program in the state of Illinois, an applicant must meet the following criteria:

1. The applicant must be a citizen of the United States and at least 19 years of age.
2. The applicant must hold a bachelor's degree from an accredited college or university.
3. The applicant must have 42 semester hours in general education distributed as follows:
  - a. Eight semester hours in language.
  - b. Six semester hours in science and/or mathematics.
  - c. Six semester hours in social science including a course in American history and/or government.

- d. Six semester hours in humanities.
  - e. Three semester hours in health and physical education.
  - f. Eleven semester hours in any of the above fields and/or psychology, except educational psychology.
4. The applicant must have 16 semester hours in professional education outlined as follows:
- a. Two semester hours in educational psychology, including human growth and development.
  - b. Two semester hours in methods and techniques of teaching at the secondary level or in a teaching field.
  - c. Two semester hours in history and/or philosophy of education.
  - d. Five semester hours of student teaching (grades 6-12).
  - e. Five semester hours of electives in professional education selected from any of the above a through d areas and/or guidance tests and measurements, methods of teaching reading, and instructional materials.

If 5 semester hours of student teaching was done in grades below the sixth grade and done successfully, another student teaching course is not required at the secondary level.<sup>13</sup>

5. The applicant must have a minimum of 24 semester hours selected from the teaching areas in business education listed below for endorsement as a vocational business and office

---

<sup>13</sup>"The Certification of Professional Educational Personnel," The Office of the Superintendent of Public Instruction, State Teacher Certification Board 1972, Illinois, p. 37.



education teacher. The 24 semester hours must include a specialized methods course.

- a. A minimum of 6 semester hours of typewriting, or an equivalency statement from the institution granting the degree, or the completion of a terminal course in the typewriting sequence.
- b. A minimum of 6 semester hours of shorthand and transcription, or an equivalency statement from the institution granting the degree, or a completion of the terminal course in the shorthand-transcription sequence.
- c. A minimum of 6 semester hours in accounting and a course in data processing, or an equivalency statement from the institution granting the degree.
- d. A minimum of 5 semester hours in business law.
- e. A minimum of 8 semester hours in distributive education courses covering at least two of the following: sales, retailing, advertising, and principles of marketing.
- f. A minimum of 2 semester hours in business mathematics or 6 semester hours in accounting for certification to teach business arithmetic.
- g. A minimum of 2 semester hours in office practice, secretarial practice, clerical practice, or office machines that includes the operation of office machines and qualifications for teaching whichever of the following is a part of the course: typewriting, shorthand, or bookkeeping.

- h. A minimum of 3 semester hours of consumer education and 7 semester hours in at least three of the following areas--business law, economics, introduction to business, marketing, management, or methods of teaching basic business--is required for certification to teach basic business, general business, introduction to business, consumer education, or consumer economics.
  - i. A minimum of 2 semester hours in business English, business correspondence, business communications or business writing is required to teach business English.
  - j. A minimum of 8 semester hours in the area of economics, finance, financial management, or marketing with the inclusion of at least one course in principles of economics is required to teach business economics.
  - k. A minimum of 5 semester hours in data processing or equivalent.
6. Work Experience Requirements. With a bachelor's degree, Illinois requires 2,000 hours of approvable work experience to become certified to teach in a vocational business and office education program. With a provisional vocational certificate, 4,000 hours of approvable work experience is required. No guidelines were given for work experience approval; however, William E. Reynolds, Coordinator of Professional and Curriculum Development, indicated that the work experience should be in the area which the instructor is teaching. For example, if an instructor was

teaching office practice, then he/she should have work experience in typewriting, filing, compiling, answering the telephone, and other related tasks.

7. Certification Trends in Illinois. William E. Reynolds, Coordinator of Professional and Curriculum Development, indicated that Illinois is leaning toward a sequencing and program development which would expose the students to self-awareness about occupations and orient them concerning specific jobs, experience, and skill development before completing high school. Reynolds seems to believe this type of program should enable the students to become more familiar with the opportunities and options that are available through post-secondary education. If such a program developed, certification requirements would need up-dating.
8. Provisional Vocational Certificate. A provisional vocational certificate for business and office education teachers is issued in the state of Illinois when a teacher shortage in business education exists. For an applicant to be granted this certificate, he/she must have completed at least 60 semester hours of credit from an accredited institution of higher learning and be approved by the Superintendent of Public Instruction in consultation with the State Teacher Certification Board.<sup>14</sup>

---

<sup>14</sup>Based on personal correspondence between William E. Reynolds, Coordinator of Professional and Curriculum Development in Illinois, and the writer.

Indiana Certification Requirements

For an applicant to be approved to teach in a vocational business and office education program, the following minimum requirements must be met:

1. The applicant must hold a baccalaureate degree from an accredited college or university offering a secondary teacher education program.
2. The applicant must have completed at least 124 semester hours in an undergraduate program distributed as shown in 4, 5, and 6 below.
3. The applicant must be recommended by the institution of higher education granting the degree for a secondary teaching certificate. (Not applicable to out-of-state graduates.)
4. The applicant must have 50 semester hours in general education in the undergraduate program distributed among the following areas of study:
  - a. Sixteen to 18 semester hours of humanities selected from literature, grammar, oral and written expression, fine arts, foreign language, and philosophy.
  - b. Fourteen to 16 semester hours of life and physical science selected from biology, physics, chemistry, geography, geology, astronomy, and mathematics.
  - c. Fourteen to 16 semester hours of social and behavioral science selected from history, economics, sociology, government, anthropology, psychology, and political geography.
  - d. Zero to 6 semester hours of general education courses.

5. The applicant must have a total of 18 semester hours in professional education distributed as follows:
  - a. Six semester hours or the equivalent in student teaching.
  - b. Twelve semester hours in psychological foundations to include courses in American public education, methods in teaching area, and role of the teacher.<sup>15</sup>
6. The applicant must meet the requirements in one of the following business education area or majors:
  - a. Fifty-two semester hours for a business teaching area-major distributed as follows:
    - (1) Sixteen semester hours in business administration to include at least 2 semester hours in principles of marketing, management, finance, accounting, business law, and economic geography, with the remaining elective hours selected from real estate, insurance, business-government relations, analysis of business conditions, statistics, transportation, or public utilities.
    - (2) Nine semester hours in economics to include at least 5 semester hours in principles of economics and 2 semester hours in consumer economics or advanced principle courses, with the remaining elective hours to be taken in economics.

---

<sup>15</sup>"The Secondary School Teacher Certificate, Provisional," Indiana State Department of Public Instruction, Certification Requirements, Bulletin 400, undated.

- (3) Six semester hours in accounting, which would include one additional course in principles of accounting beyond requirements in business administration courses. If needed, the remaining courses should be selected from principles, intermediate, federal income tax, or auditing.
- (4) Six semester hours of typewriting-clerical to include two courses in typewriting of not less than 2 semester hours each. The additional hours required may be taken in typewriting or other office skill courses excluding shorthand and transcription.
- (5) Eight semester hours in secretarial courses to include two courses of not less than 2 semester hours each in shorthand or transcription. The remaining hours required may be selected from advanced shorthand and transcription or secretarial practice.
- (6) Any additional electives required to meet minimum standards may be selected from any of the areas of preparation designated for business education.

A teaching area-major endorses the holder of the certificate to teach all business subjects.

- b. Forty semester hours for a business major (non-accounting).  
The requirements for a non-accounting business major are the same as the requirements for a business area-major, excluding all of the accounting requirements.

The non-accounting teaching major endorses the holder to teach general business, business administration and management, business arithmetic, business English, business law, consumer economics, economics, economic geography, office practice, retail selling, secretarial practice, shorthand and transcription, and typewriting.

- c. Forty semester hours for a business teaching major (non-secretarial). The requirements for a business major (non-secretarial) are the same as the requirements for a business area-major, excluding all of the secretarial courses.

The non-secretarial teaching major endorses the holder to teach general business, business administration and management, business arithmetic, business English, business law, consumer economics, economics, economic geography, office practice, retail selling, secretarial practice, bookkeeping/accounting, and typewriting.<sup>16</sup>

- 7. The applicant must have 6 semester hours in professional office education courses to include principles, philosophy, administration, and techniques of coordinator.
- 8. Work Experience Requirements. Presently, to become certified to teach vocational business and office education in Indiana, occupational work experience is not required. However, the Division of Vocational Education recommends 2,000 clock hours of paid occupational work experience.

---

<sup>16</sup>"Business Education, Secondary Teacher Certificate Certification Requirements," Indiana State Department of Public Instruction, Bulletin 400, undated.

9. Certification Trends in Indiana. John D. Lee, Chief State Consultant of Business and Office Education, indicated that Indiana is presently in the process of proposing a new teacher licensing for vocational business and office education teachers. A copy of the proposal may be found in Appendix D.<sup>17</sup>

#### Kentucky Certification Requirements

In Kentucky an applicant must meet the following certification requirements to teach in a reimbursable business and office education program:

1. The applicant must hold a bachelor's degree and a program approved by the Kentucky Department of Education from an accredited college or university.
2. The applicant must have 45 semester hours of general academic courses in the following areas:
  - a. Eighteen semester hours of communications and humanities to include 6 semester hours of English composition, 3 semester hours of literature, and 9 semester hours of electives.
  - b. Twelve semester hours in mathematics and natural science.
  - c. Twelve semester hours of social sciences.
  - d. Three semester hours of health and physical education.

---

<sup>17</sup>Based on personal correspondence between John D. Lee, Chief State Consultant of Business and Office Education in Indiana, and the writer, October 16, 1973 and March 8, 1974.



3. The applicant must have 12-18 semester hours in pre-professional education courses which should include foundations or philosophy, psychology, and sociology, and anthropology.
4. The applicant must have 17 semester hours in professional education courses to include 2 to 6 semester hours in human growth and development and the curriculum, 2 to 6 semester hours in introduction to education and/or school organization, 2 to 6 semester hours in fundamental processes, and 8 semester hours in student teaching.<sup>18</sup>
5. The applicant must have a major or area of concentration in one of the following categories to become certified as a vocational business and office education teacher:
  - a. Business education (area)
  - b. Accounting (major)
  - c. Secretarial practice (major)
  - d. General business (major)
  - e. Accounting-general business (major)
  - f. Accounting-secretarial practice (major)
  - g. General business-secretarial practice (major)

For an area of concentration the state requires a minimum of 48 semester hours, which is to include 8 semester hours in accounting, 14 semester hours in secretarial practice, 18 semester hours in general business, and 8 semester hours of electives in business. The courses to

---

<sup>18</sup>Elizabeth H. Woellner, Requirements for Certification for Elementary Schools, Secondary Schools, Junior Colleges (Chicago: The University of Chicago Press, Thirty-seventh Edition 1972), pp. 86-87.

be taken in each of the above areas in business education are left to the discretion of the institution.

For a major in business education, a minimum of 30 semester hours are required. The courses to be included in the major, again, are left to the discretion of the institution. The Division of Teacher Education and Certification indicated that Kentucky laws do not want to restrict an institution to specific courses.

6. Work Experience Requirements. In Kentucky, an applicant must have 2,000 hours or one year of approvable office work experience to become a certified vocational business and office education teacher. Appendix E lists work experience guidelines used by the Bureau of Vocational Education for approving business and office education teachers.
7. Certification Trends in Kentucky. Carolyn VanHoose, State Supervisor of Business and Office Education, indicated that the present requirements will continue with a possible change in the work experience. This change would require that the applicant work 40 hours a week in a regular office job rather than part time to fulfill the 2,000-hour work experience requirement. However, this is only a projection of VanHoose's for the future approval of vocational business and office education teachers.<sup>19</sup>

---

<sup>19</sup>Based on personal correspondence between Carolyn VanHoose and Melissa Briscoe, Bureau of Vocational Education in Kentucky, and the writer, October 23, 1973 and April 1, 1974.

### Missouri Certification Requirements

In the state of Missouri one must meet the following requirements before receiving a certificate to teach in a reimbursable business and office education program:

1. The applicant must hold a bachelor's degree from an accredited college or university.
2. The business and office education teacher must possess:
  - a. A philosophy of the place of business and office education in the school curriculum.
  - b. A knowledge of objectives of the courses to be taught as they relate to the needs of the students now and in the future.
  - c. A command of the subject matter in the courses he/she must teach.
  - d. A broad understanding of the demands for labor by business and industry--especially in the local school community.
  - e. A high degree of proficiency in the techniques and skills necessary for effective teaching of business and office education.<sup>20</sup>
3. The applicant must conform with the following general education requirements:
  - a. Forty semester hours in general education to include credit in at least three of the following fields of study: English, social studies, natural science, foreign language, mathematics, and humanities.

---

<sup>20</sup>Based on personal correspondence between Charles A. Newman, Director of Business and Office Education in Missouri, and the writer, March 1, 1974.

- b. The recommendation of a designated official for teacher education.
- c. A minimum of 18 semester hours in professional education outlined as follows:
  - (1) The pupil: 4 to 5 semester hours selected from educational psychology, adolescent psychology, and growth and development.
  - (2) The school: 2 to 3 semester hours selected from history or philosophy of education, high school administration, high school curriculum, and tests and measurements.
  - (3) Secondary methods or techniques: 4 to 5 semester hours.
  - (4) Student teaching in secondary schools: 5 semester hours. (A minimum block time of 1/2 day for not less than 8 weeks, or full day for not less than 5 weeks, or equivalent.)<sup>21</sup>
- 4. The applicant must hold a business and office education certificate and meet the following criteria in the specific teaching field.

<u>Courses</u>	<u>Semester Hours</u>
Typewriting	5
Shorthand	5
Bookkeeping/Accounting	8
Electives in business education	12

---

<sup>21</sup>Elizabeth H. Woellner, loc. cit., p. 123.

It is not necessary for a teacher to meet the shorthand requirements if the teacher wishes to teach only those business education subjects in which shorthand is not involved. The teacher must have at least 30 semester hours in business education and meet the requirements in the courses for which certification is desired.

If a teacher, while in college, had been excused from a beginning typewriting or shorthand course on the basis of proficiency tests, the transcript must so indicate.

5. The applicant must have 8 semester hours in professional education of which no more than 3 semester hours may be in one of the following areas: coordination procedures, curriculum development in business education, organization and administration of business education, vocational philosophy, occupational analysis, and vocational guidance.
6. Work Experience Requirements. The applicant must have 4,000 hours of approved office work experience or a master's degree and 2,000 hours of approved office work experience. Work experience in any of the occupations listed in the taxonomy developed by the United States Office of Education is acceptable to meet the work experience requirements. These occupational areas are listed in Appendix F.
7. Certification Trends in Missouri. Charles A. Newman, Director of Business and Office Education, indicated that no major changes are anticipated in certification requirements in Missouri. However, there have been several bills introduced in the Missouri General Assembly during the past few years

concerning general certification requirements. In each case, the proposed legislation was to reduce the number of professional education courses required for certification. The bills were defeated in committee by teacher training groups and other educational organizations.<sup>22</sup>

### Ohio Certification Requirements

In the state of Ohio a vocational certificate for teachers of business and office education programs does not exist as such. However, to become eligible to teach vocational business and office education, the following criteria must be met:

1. The applicant must hold a bachelor's degree from an accredited college or university.
2. The holder of the degree must conform with the following requirements for a provisional high school teacher's certificate:
  - a. Twenty-one semester hours of professional education courses well distributed over the following areas:
    - (1) Understanding the learner and the learning process--3 semester hours.
    - (2) School in relation to society--3 semester hours.
    - (3) Fifteen semester hours in secondary school curriculum: methods and laboratory experience, including student teaching in a field in which certification is sought.

---

<sup>22</sup>Based on personal correspondence between Charles A. Newman, Director of Business and Office Education in Missouri, and the writer, March 1, 1974.

- b. A minimum of 30 semester hours of general education courses well distributed over the following areas:
  - (1) Science and mathematics.
  - (2) Social sciences.
  - (3) English and/or foreign languages.
  - (4) Fine arts, philosophy and/or technological studies.
- c. The applicant must hold a comprehensive business and office education certificate and meet the following criteria in one of the specific teaching fields listed:
  - (1) Comprehensive teaching field--45 semester hours of business education courses distributed with a minimum of 15 semester hours in each of the following three areas:
    - (a) Typewriting and office procedures
      - i) Business communications
      - ii) Introduction to data processing
      - iii) Office procedures
      - iv) Office machines
      - v) Typewriting
      - vi) Shorthand or additional electives in business education
    - (b) Business and economics
      - i) Accounting
      - ii) Business law
      - iii) Economics
      - iv) Marketing principles

## (c) Electives in related areas

- i) Advertising
- ii) Merchandising
- iii) Psychology in business
- iv) Retailing
- v) Salesmanship
- vi) Speech
- vii) Mathematics
- viii) Economic geography
- ix) Business statistics

The 45 semester hours with correct distribution in the comprehensive business education area provides a valid certificate for the teaching of all business subjects, with the exception of shorthand unless this area has been successfully completed by the prospective teacher.

2. Bookkeeping and basic business--20 semester hours of course work in bookkeeping and basic business with a minimum of 6 semester hours in accounting, 3 semester hours in economics, and 11 semester hours in business electives. Courses acceptable to meet the requirements in business education electives may include business law, economic geography, business organization, introduction to business, business mathematics, consumer economics, and business machines.<sup>23</sup>
3. The applicant must have completed a course or workshop in cooperative office education from an accredited college or university.

---

<sup>23</sup>"Laws and Regulations Governing Teacher Education and Certification," Ohio State Department of Education, January 1, 1972, p. 2.



4. Work Experience Requirements. A minimum of one year of approved work experience in business is required for vocational certification as a business and office education teacher in Ohio. No specific type of work experience is designated to meet certification criteria. However, the work experience must be documented by a letter from the employer stating the kinds of work done and the amount of time worked. The person must have been employed for salary or wages. Volunteer work or self-employment does not meet work experience requirements for certification. In other words, the State Department of Education of Ohio wants the teacher to have had the experience of "punching the time clock." The work experience requirements do not have to be met in a specific time limit.
5. Certification Trends in Ohio. No definite certification trends for Ohio were indicated. However, Don E. Potter, Assistant Director of Vocational Business and Office Education, did indicate that Ohio was in the process of establishing a vocational business and office education certificate. An expected completion date was not given.<sup>24</sup>

#### Tennessee Certification Requirements

In the state of Tennessee an applicant must meet the following requirements in order to become certified to teach in a vocational business and office education program:

---

<sup>24</sup>Based on personal correspondence between Don E. Potter, Assistant Director of Vocational Business and Office Education in Ohio, and the writer, October 10, 1973 and March 6, 1974.

1. The applicant must hold a bachelor's degree from an accredited college or university.
2. The applicant must conform with the following general and professional education requirements:
  - a. A minimum of 40 semester hours in general education distributed as follows:

<u>Subjects</u>	<u>Semester Hours</u>
Communications	6
Health, personal development, or home and family living	6
Humanities	10
Natural sciences	8
Social studies	8
Fundamental concepts of mathematics	2

- b. A minimum of 24 semester hours in professional education courses, including core professional and specialized requirements as follows:
    - (1) Core professional requirements
      - (a) Psychological foundations of education with emphasis in guidance, measurement, learning and human growth and development.
      - (b) Historical, philosophical, and sociological foundations of the American education.
    - (2) Specialized professional requirements
      - (a) Materials and methods appropriate to level of certification.

(b) At least 4 semester hours of supervised student teaching in the area of endorsement or three years of teaching experience.<sup>25</sup>

3. The applicant must hold a bachelor's degree with at least five appropriate endorsement areas selected from the 13 business education areas listed below:
- a. Nine quarter hours in general business, including introduction to business or business principles, business law, and business mathematics.
  - b. Fifteen quarter hours in accounting.
  - c. Nine quarter hours in typewriting, including 3 quarter hours of advanced typewriting.
  - d. Nine quarter hours in shorthand, including 3 quarter hours in advanced shorthand.
  - e. Nine quarter hours in business law.
  - f. Eighteen quarter hours in economics, including principles and related subjects in the economics field.
  - g. Nine quarter hours in salesmanship selected from salesmanship, advertising and retailing, marketing, and merchandising.
  - h. Three quarter hours in secretarial practice with certification in shorthand and typewriting.
  - i. Three quarter hours in business machines.
  - j. Three quarter hours in business English.

---

<sup>25</sup>Elizabeth H. Woellner, loc. cit., p. 195.

- k. Nine quarter hours in business arithmetic (6 quarter hours may be in mathematics and 3 quarter hours in business mathematics or 9 quarter hours in business mathematics).
- l. Three quarter hours in consumer education.
- m. Three quarter hours in office or clerical practice.
- 4. Work Experience Requirements. The applicant must have 2,000 hours of approved office work for certification as a vocational business and office education teacher. No guidelines were given concerning what types of work applied toward certification.
- 5. Certification Trends in Tennessee. No response was made by the officials of the State Department of Education regarding certification trends in Tennessee.

The above certification requirements are for initial employment only. However, to remain certified as a vocational business and office education teacher other requirements must be fulfilled. Appendix H specifies these requirements.<sup>26</sup>

#### Virginia Certification Requirements

In the state of Virginia an applicant must meet the following requirements before receiving a certificate to teach in a vocational business and office education program:

- 1. The applicant must hold a baccalaureate degree from an accredited college or university.

---

<sup>26</sup>Based on written and xerox materials received from the Tennessee State Department of Education, undated.

2. The applicant must be 18 years of age, possess good moral character, and be a citizen of the United States.
3. The applicant must be in good health with no disqualifying emotional or physical handicaps.
4. If the applicant has taught, he/she must have an acceptable rating on such teaching.
5. The applicant must have 48 semester hours in general education courses outlined as follows:
  - a. Twelve semester hours of humanities with English composition required and the balance of credit taken in foreign language, literature, speech, fine arts, music, or philosophy.
  - b. Twelve semester hours of social science with American history required and the balance of credit taken in history, anthropology, sociology, economics, political science, geography or psychology.
  - c. Twelve semester hours of laboratory science and mathematics with at least one course in each area.
  - d. Four semester hours (or equivalent) of health and physical education with at least one course in each area.
6. The applicant must have a minimum of 15 semester hours of credit designed to develop competence in the following areas of secondary education:
  - a. Three semester hours of credit in the area of human growth and development.

- b. Six semester hours of credit in the area of curriculum and instructional procedures,
  - c. Six semester hours of credit in student teaching. A total of not less than 120 clock hours must be allotted to student teaching with a minimum of 90 clock hours of actual teaching in a public school or in a school approved for student teaching in a particular field of study.<sup>27</sup>
7. An applicant must meet the requirements in one of the following areas of business education to qualify for certification as a vocational business and office education teacher:
- a. Forty-five semester hours of credit in general office procedures which shall include 12 semester hours in accounting, 12 semester hours in business principles and management, 12 semester hours in office systems, and 9 semester hours in typewriting.
  - b. Forty-five semester hours of credit in stenography which shall include 12 semester hours of business principles and management, 9 semester hours in office systems, 6 semester hours of accounting, and 18 semester hours of stenography. Meeting the requirements, as given above, gives an applicant endorsement to teach basic business, office procedures, recordkeeping, shorthand, and typewriting.

---

<sup>27</sup>Certification Regulations For Teachers and Qualifications For Administrative, Supervisory, and Related Instructional Positions: (Commonwealth of Virginia, State Board of Education, July, 1968), pp. 3, 5, 8-9.

- c. Forty-five semester hours of credit in accounting-data processing which shall include 12 semester hours of accounting, 12 semester hours of business principles and management, 12 semester hours of data processing, 6 semester hours of office systems, and 3 semester hours of typewriting or prior skill in typewriting. The applicant is given endorsement to teach basic business, book-keeping and/or accounting, data processing, and office procedures by meeting the above requirements.
8. Work Experience Requirements. Work experience is not required to become certified to teach vocational business and office education in Virginia, but a minimum of three months of office work is recommended for teachers and coordinators of cooperative office education. Carl E. Jorgensen, State Supervisor of Business Education, indicated that Virginia will not have a certification that will require work experience anytime in the near future.
9. Certification Trends in Virginia. Carl E. Jorgensen indicated that no major changes were anticipated in certification requirements in the next revision of certification regulations in Virginia. A major change was made in 1968 when the job-oriented block-time programs were introduced. Jorgensen indicated that the kind of certification requirements in Virginia which centers around preparing students for occupational clusters meet their needs.<sup>28</sup>

---

<sup>28</sup>Based on personal correspondence between Carl E. Jorgensen, State Supervisor of Business Education in Virginia, and the writer, March 11, 1974.

### West Virginia Certification Requirements

To become certified vocationally as a business and office education teacher, the applicant must meet the requirements as outlined below:

1. The applicant must hold a bachelor's degree from an accredited college or university.
2. The applicant must have 40 semester hours of college credit concentrated in general studies in the following areas:
  - a. Humanities
  - b. Science and mathematics
  - c. Social studies
  - d. Physical education

The number of hours credit was not indicated for each area.

3. The applicant must have 20 to 28 semester hours of professional education courses.

<u>Courses</u>	<u>Semester Hours</u>
Psychological foundations	6
Management, materials and methods	5-8
Student teaching	6
Electives in professional education	0-8 <sup>29</sup>

4. The applicant must hold a business and office education certificate and meet the following criteria in one of the specific teaching fields listed below:
  - a. Business education (comprehensive) with 47 semester hours

---

<sup>29</sup>Elizabeth H. Woellner, loc. cit., p. 218-219.



<u>Courses</u>	<u>Semester Hours</u>
Accounting	6
Business mathematics	3
Business law	3
Economics (principle of economics, consumer education and/or money, credit and banking)	6
Typewriting (advanced) and business machines	6
Shorthand (advanced)	6
Office procedures	2
Electives selected from data processing, marketing, finance, management and administration and advertising	15

b. Secretarial studies with 33 semester hours

<u>Courses</u>	<u>Semester Hours</u>
Typewriting (advanced) and office machines	6
Shorthand (advanced)	6
Business mathematics	3
Accounting	6
Office procedures	3
Business law	3
Electives in business	6

c. Business principles with 33 semester hours

<u>Courses</u>	<u>Semester Hours</u>
Typewriting (advanced) and office machines	6
Accounting	6

<u>Courses</u>	<u>Semester Hours</u>
Business mathematics	3
Economics	3
Marketing	3
Business law	3
Business electives	9

5. Work Experience Requirements. Office work experience is not a requirement in the certification standards of West Virginia for vocational business and office education teachers. However, 2,000 hours of work experience related to the teaching area is suggested for teachers in approved vocational programs.
6. Certification Trends in West Virginia. Randall Wells, State Supervisor of Business and Office Education, indicated that West Virginia anticipates changes in certification requirements for vocational business and office education teachers in the near future. The certification committee for business and office education is presently working toward competency-based teacher certification requirements.<sup>30</sup>

---

<sup>30</sup>Based on personal correspondence between Randall L. Wells, State Supervisor of Business and Office Education in West Virginia, and the writer, October 17, 1973 and February 27, 1974.

## Chapter 5

### SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS

The purpose of this study was to compare the requirements for certification of vocational business and office education teachers in Kentucky with requirements of the bordering states: Illinois, Indiana, Missouri, Ohio, Tennessee, Virginia, and West Virginia.

Data were obtained to list the certification requirements state-by-state and compare requirements with respect to the following specific questions:

1. What are the minimum number of college semester hours required for a vocational business and office education teacher?
2. What are the minimum number of college semester hours required to teach in a specific business subject?
3. What extra courses beyond a bachelor's degree, if any, are required to become certified as a vocational business and office education teacher?
4. What areas of office-related work experience are acceptable if work experience is required for certification?

#### Major Findings

The major findings are as follows:

1. All states required between 120-128 college semester hours for certification as a vocational business and office education teacher

except Illinois which accepted 60 semester hours for certification if a shortage of business and office education teachers existed.

2. Five states (Illinois, Kentucky, Missouri, Ohio, and Tennessee) required office work experience for certification as a vocational business and office education teacher.

3. Three states (Indiana, Virginia, and West Virginia) did not require office work experience to become certified to teach in a vocational business and office education program but recommended it.

4. Four states (Illinois, Kentucky, Ohio, and Tennessee) required a minimum of 2,000 clock hours or one year of office work experience for certification.

5. One state (Missouri) required a bachelor's degree and 4,000 hours of approved office work experience or a master's degree and 2,000 hours of approved office work experience for certification.

6. All states required student teaching (or the equivalent) except Illinois where a vocational provisional certificate could be issued. This was used only if a shortage of business and office education teachers existed. Illinois required 5 semester hours (if the vocational provisional certificate is not used) in student teaching, Indiana required 6 semester hours, Kentucky required 8 semester hours, Missouri required 5 semester hours, Ohio required student teaching but did not specify the number of semester hours, Tennessee required 4 semester hours, Virginia required 6 semester hours, and West Virginia required 6 semester hours.

7. The requirement for general education courses ranged from 30 to 50 semester hours, with Ohio requiring 30 semester hours; Missouri,

Tennessee, and West Virginia, 40 semester hours; Illinois, 42 semester hours; Kentucky, 45 semester hours; Virginia, 48 semester hours, and Indiana, 50 semester hours.

8. All states required a major or an area in business education except Tennessee and Illinois, which required only endorsements in business education subject areas for certification. The Illinois requirements specify a minimum of 24 semester hours in business education and the Tennessee requirements specified endorsements in at least five subject areas.

9. Three states (Indiana, Missouri, and Ohio) indicated extra college course requirements to become certified to teach in a vocational business and office education program.

10. All states required professional education courses ranging from 15 to 28 semester hours with Illinois, 16; Indiana, 18; Kentucky, 17 (and 12-18 semester hours in pre-professional education courses); Missouri, 18; Ohio, 21; Tennessee, 24; Virginia, 15; and West Virginia, 20 to 28.

11. The two states (Kentucky and Missouri) which required work experience for certification indicated they had specific guidelines to follow for work experience requirements.

12. Kentucky's certification requirements for vocational business and office education teachers are equivalent or higher than most of the bordering states.

13. Most of the states surveyed did not issue certificates. Business and office education teachers were merely approved as being vocationally certified.

14. Four states (Illinois, Indiana, Kentucky, and West Virginia) anticipated changes in certification requirements for business and office education teachers in vocational programs in the near future.

### Conclusions

Based upon the findings of this study, the following conclusion was drawn: An applicant meeting the requirements for certification as a vocational business and office education teacher in Kentucky would satisfy the requirements for certification in all bordering states except Indiana, Missouri, and Ohio.

### Recommendations

Based on the findings in this study and the information gathered from the reading of related literature, the following recommendations are made:

1. Before an applicant is approved vocationally to teach business and office education, he/she should have at least 2,000 clock hours in related office work.
2. An applicant should have at least a major in business education to become certified vocationally as a business and office education teacher.
3. Certification should be on a renewal rather than a permanent basis.
4. A study of this type should be made at five-year intervals.
5. All state departments of education should work together to establish a standard certificate in business education.

6. The institutions of higher education in Kentucky and bordering states work together to revise their curricula to enable the graduates to meet the certification requirements in all the states.

7. The states should enforce certification regulations to prevent a teacher from teaching a subject in which he/she is not certified to teach.

8. State Departments of Education should issue vocational teaching certificates in addition to the standard and provisional high school certificates.

9. Teachers of vocational business and office education should be required to have at least three consecutive months of office-related work experience at five-year intervals during their teaching career.

10. Certificates should show the subjects which the holder is qualified to teach.

11. Institutions of high education keep a current file on the teacher certification requirements of all states.

## APPENDIXES



## APPENDIX A

October 3, 1973

Your assistance is needed!

As a graduate student in the Department of Business Education at Morehead State University, I am conducting a study concerning the certification requirements for vocational business and office education teachers.

The purpose of this study is to compare the requirements for certification in Kentucky with those in bordering states.

Please send me a copy of certification requirements for business and office education teachers in your state.

Your cooperation is appreciated.

Very truly yours

Glenn Tyra

## APPENDIX B

February 25, 1974

Bureau of Vocational Education  
Division of Business and Office  
Education  
State Department of Education  
1035 Outer Park Drive  
Springfield, IL 62706

Gentlemen

Thank you for the information you have sent to me on vocational business and office teacher certification requirements in your state. However, I find I need more information to complete my study. Your time and cooperation in answering the questions below will be greatly appreciated.

1. What are the requirements for certification as a high school business education teacher in your state?
2. What types of office work experience do count toward certification as a vocational business and office education teacher?
3. From your vantage point, what are the trends in requirements for certification as a vocational business and office education teacher in your state?

If you should like a copy of my study, I would be very happy to send you one.

Again thanks for your cooperation and time.

Sincerely

Glenn Tyra

February 24, 1974

Mr. John D. Lee  
Chief State Consultant  
Business and Office Education  
State Department of Education  
Room 229 - State House  
Indianapolis, Indiana 46204

Dear Mr. Lee

Thank you for the information you have sent to me on vocational business and office teacher certification requirements in your state. However, I find I need more information to complete my study. Your time and cooperation in answering the questions below will be greatly appreciated.

1. What are the requirements to become certified a high school business education teacher in your state?
2. What types of work experience do count toward certification as a vocational business and office education teacher?

If you should like a copy of my study, I would be very happy to send you one.

Again thanks for your cooperation and time.

Sincerely

Glenn Tyra

February 25, 1974

Ms. Melissa Briscoe  
Assistant Director  
Business and Office Education  
Bureau of Vocational Education  
Department of Education  
Frankfort, KY 40601

Dear Ms. Briscoe

Thank you for the information you have sent to me on vocational business and office teacher certification requirements in your state. However, I find I need more information to complete my study. Your time and cooperation in answering the question below will be greatly appreciated.

From your vantage point, what are the trends in requirements for certification as a vocational business and office education teacher in Kentucky?

If you should like a copy of my study, I would be very happy to send you one.

Again thanks for your cooperation and time.

Sincerely

Glenn Tyra

February 25, 1974

Mr. Charles A. Newman  
Director of Business and Office  
Education  
State Department of Education  
P. O. Box 480  
Jefferson City, Missouri 65101

Dear Mr. Newman

Thank you for the information you have sent to me on vocational business and office teacher certification requirements in your state. However, I find I need more information to complete my study. Your time and cooperation in answering the questions below will be greatly appreciated.

1. What types of office work experience do count toward certification as a vocational business and office education teacher?
2. From your vantage point, what are the trends for certification requirements as a vocational business and office education teacher in your state?

If you should like a copy of my study, I would be very happy to send you one.

Again thanks for your cooperation and time.

Sincerely

Glenn Tyra

February 25, 1974

Mr. Don E. Potter, Assistant Director  
Vocational Education  
Business and Office Education  
State Department of Education  
612 Ohio Departments Building  
Columbus, OH 43215

Dear Mr. Potter

Thank you for the information you have sent to me on vocational business and office teacher certification requirements in your state. However, I find I need more information to complete my study. Your time and cooperation in answering the questions below will be greatly appreciated.

1. What types of work experience (office) do count toward vocational certification as a business and office education teacher?
2. From your vantage point, what are the trends in vocational business and office teacher certification requirements in your state?

If you should like a copy of my study, I would be very happy to send you one.

Again thanks for your cooperation and time.

Sincerely

Glenn Tyra



February 25, 1974

Bureau of Vocational Education  
Department of Education  
Room 205 Cordell Hull Building  
Nashville, Tennessee 37219

Gentlemen

Thank you for the information you have sent to me on vocational business and office teacher certification requirements in your state. However, I find I need more information to complete my study. Your time and cooperation in answering the questions below will be greatly appreciated.

1. What are the requirements to become certified a high school business education teacher?
2. What types of work experience do count toward vocational certification as a business and office education teacher?
3. From your vantage point, what are the trends in vocational business and office teacher certification requirements in your state?

If you should like a copy of my study, I would be very happy to send you one.

Again thanks for your cooperation and time.

Sincerely

Glenn Tyra

February 25, 1974

Bureau of Vocational Education  
State Department of Education  
P. O. Box 6 Q  
Richmond, VA 23216

Gentlemen

Thank you for the information you have sent to me on vocational business and office teacher certification requirements in your state. However, I find I need more information to complete my study. Your time and cooperation in answering the questions below will be greatly appreciated.

1. Is work experience required? If so, how much? What types of work experiences do count toward vocational business and office teacher certification?
2. From your vantage point, what are the trends in vocational business and office teacher certification requirements in your state?

If you should like a copy of my study, I would be very happy to send you one.

Again thanks for your cooperation and time.

Sincerely

Glenn Tyra

February 25, 1974

Dr. Randall L. Wells  
State Supervisor  
Business and Office Education  
Department of Education  
Charleston, WVA 25305

Dear Dr. Wells

Thank you for the information you have sent to me on vocational business and office teacher certification requirements in your state. However, I find I need more information to complete my study. Your time and cooperation in answering the questions below will be greatly appreciated.

1. Is office work experience required? If so, how much and what types of work experiences do count toward certification?
2. From your vantage point, what are the trends in vocational business and office teacher certification requirements in your state.

If you should like a copy of my study, I would be very happy to send you one.

Again thanks for your cooperation and time.

Sincerely

Glenn Tyra

## APPENDIX C

Office of the Superintendent of Public Instruction  
DIVISION OF VOCATIONAL AND TECHNICAL EDUCATION  
1035 OUTER PARK DRIVE, SUITE 201  
SPRINGFIELD 62706  
AREA CODE 217 • 525-4871

MICHAEL J. BAKALIS, EXECUTIVE OFFICER  
SUPERINTENDENT OF PUBLIC INSTRUCTION

SHERWOOD DEES, DIRECTOR  
TELEPHONE: 525-4870

March 11, 1974

Mr. Glenn Tyra  
Morehead State University  
UPO Box 2300  
Morehead, Kentucky 40351

Dear Mr. Tyra:

This letter is in response to your request for additional information with reference to vocational certification in Illinois. I will attempt to answer your three questions categorically.

1. Question: What are the requirements for certification as a high school business education teacher in your state?

Answer: Enclosed is a copy of the Certification of Professional Education Personnel issued by the Office of the Superintendent of Public Instruction. This document will answer this question, I believe.

2. Question: What types of office work experience do count toward certification as a vocational business and office education teacher?

Answer: The types of office work experience should be in the specific area in which the instructor is teaching. Example: Office Practice - A person should have work experience in as many of the actual tasks that a typical office worker would experience, i.e., typing, filing, computing, telephone answering, etc.

3. Question: From your vantage point, what are the trends in requirements for certification as a vocational business and office education teacher in your state?

Answer: From my personal point of view, sequencing and program development versus course offerings will become prevalent. Rather than have a student enroll in a series of courses which may or may not be related, the student will from his early primary grades, be exposed to self-awareness about occupations, orientation concerning specific jobs and experience and skill development before completing high school. Upon completion of experience programs at the secondary level, the student should know the opportunities and options that are available to him through post-secondary education.

Page 2  
Mr. Glenn Tyra  
March 11, 1974

63

Schools in Illinois are being encouraged to design sequential programs through the various stratas eluded to in the prior paragraph.

I sincerely hope this additional information will help you and I would be most interested in having a copy of this study.

Sincerely,

A handwritten signature in cursive script, appearing to read "W. E. Reynolds".

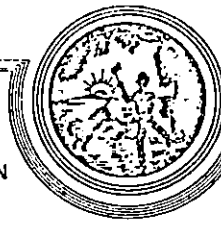
William E. Reynolds, Coordinator  
Professional & Curriculum Development

WER:1ka

Enclosure

## APPENDIX D

Dr. Harold H. Negley Superintendent  
STATE DEPARTMENT OF PUBLIC INSTRUCTION  
ROOM 229 - STATE HOUSE  
AREA CODE 317-633-6610



INDIANAPOLIS 46204

October 16, 1973

Mr. Glenn Tyra  
Morehead State University  
UPO Box 2300  
School of Business and Economics  
Morehead, Kentucky 40351

Dear Mr. Tyra:

Your letter requesting information on certification in Vocational Office Education has been forwarded to me. I hope the enclosed certification pattern will be of value to you.

Our certification pattern is now under a stage of review and revision. It will contain actual office experience of approximately 4,000 hours being required for the teacher of our Laboratory or our Cooperative Office programs. They are expected to acquire 6 specific vocational hours of instruction on coordination techniques, administration and philosophy and methods of operation and material development for our Laboratory programs. A teacher desiring vocational certification must be a major or above in business education. This could be a teacher with or without shorthand as long as they are a major. Shortly we will have certification lanes for the major with and without shorthand, a major in data processing, as well as one for an area major. Only through these lanes, along with the six vocational hours, can one be qualified to be an instructor within Vocational Office Education.

I hope that which I have provided will be of value. If I may assist you further, please do not hesitate to contact me.

Sincerely yours,

A handwritten signature in cursive script that reads "John D. Lee".

John D. Lee, Chief State Consultant  
Business and Office Education

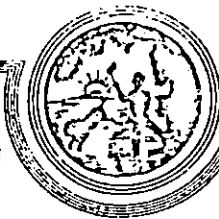
JDL/jbe

Enc.



## STATE - INDIANA

Dr. Harold H. Negley Superintendent

STATE DEPARTMENT OF PUBLIC INSTRUCTION  
ROOM 229 - STATE HOUSE  
AREA CODE 317-633-6610

INDIANAPOLIS 46204

Division of Vocational Education  
Room 1012 - State Office Building  
Indianapolis, Indiana 46204  
317-633-4841

March 8, 1974

Mr. Glenn Tyra  
Morehead State University  
School of Business and Economics  
Morehead, KY 40351

Dear Mr. Tyra:

I was very happy that you found use in the information that I provided you. I hope what I provide now will be of value too. When you do have an opportunity, I would appreciate receiving a copy of your study.

That which I will provide will be the proposed teacher licensing pattern for Business and Office Education. The new pattern will call for areas of concentration within secretarial, clerical, data processing, all business areas and/or vocational office education. Specifically, occupational experience has not been a part of our pattern in the past. It will be under the new pattern. As you are aware, the pattern that I am sending to you will have to be adopted and each university specifying on how course work will be met.

If you have any questions concerning what I have sent you, please do not hesitate in letting me know.

Sincerely,

A handwritten signature in cursive script that reads "John D. Lee".

John D. Lee  
Chief State Consultant  
Business and Office Education

JDL:ec

Enclosure

## STATE OF INDIANA - PROPOSED TEACHER LICENSING PATTERN

BUSINESS AND OFFICE EDUCATION

Business and office education today consists of a wide variety of activities; therefore, it may often be such that a person may not want to prepare to teach all areas. The pattern of preparation provides for different concentrations: (1) secretarial, (2) clerical without shorthand, (3) data processing, (4) all business areas, and/or (5) vocational office education. Vocational office education can only be obtained with an area-major and a major.

<u>Areas of Endorsement</u>	<u>Area-Major</u>	<u>Major</u>	<u>Minor</u>
Business administration, including marketing, management, law, finance	4	4	2
Economics, both micro and macro economics	2	2	2
Accounting	3	3	2
Clerical, typewriting, business machines, office procedures, always including advanced level courses	3	(3 req. for sec. and cler., none req. for data processing)	(2 req. for cler., none req. for data processing)
Business data processing, programming analysis, always including advanced level courses	1	(3 req. for data processing, none req. for sec. or cler.)	(2 req. for data processing, none req. for cler.)
Shorthand, transcription, and office procedures, always including advanced level courses	3	(3 req. for sec., none req. for cler. or data processing)	
Sufficient additional electives are to be taken from the above areas so that the area-major is one-half, the major one-third, and the minor one-sixth of the total degree program.	*	*	*
<u>Requirement only for Vocational Office Education</u>			
Principles, Philosophy, Organization and Coordination in Vocational Education	2	2	

(continued)

Techniques of organization  
and management of the intensive  
office laboratory

1

1

Work experience must include two  
years, or 4,000 hours, of suc-  
cessful full-time employment in  
recognized office occupations, or  
1,500 clock hours of supervised  
work in the office occupation  
field under an approved teacher-  
training program, or a combination  
equivalent thereto.

\*

\*

Required for Vocational Office Education

Vocational office education certificate is valid for teaching all business subjects in the concentration area(s) of the certificate at the level where they are taught, coordinate intensive office laboratory and cooperative office education programs, and to teach and coordinate interdisciplinary cooperative education.

The area-major qualified the holder to teach all business subjects at the level where taught except coordinate intensive office laboratory or cooperative office education.

The major qualifies the holder to teach as indicated in the concentrations: (1) secretarial -- all business subjects but data processing, cooperative office education, and intensive office laboratories, (2) clerical -- all business subjects but stenographic, data processing, cooperative office education, and intensive office laboratories, (3) data processing -- permits teaching data processing and basic business subjects, except secretarial, cooperative office education, and intensive office laboratories. The major also qualifies the holder to teach consumer economics and economics.

The minor qualifies the holder to teach in his concentration only: (1) clerical, bookkeeping, and basic business courses through the first year except stenographic and data processing, and (2) business data processing -- data processing, bookkeeping and basic business subjects through the first year, except clerical and stenographic.

Supervisor of Business Education must hold a professional vocational office education certificate with an area-major and present at least one course in each of the following areas: administration, supervision, curriculum, evaluation, community and personal relations.

To professionalize the certificate in the area-major or major, at least three graduate courses must be taken from the field. The minor can be professionalized only by meeting the major requirements except two courses must be of graduate level. In either case, the holder must present two graduate professional education courses designed to improve teaching business subjects.

The institution preparing the teacher must take the responsibility of assuring his or her competence as a teacher-coordinator of vocational office education.

## APPENDIX E

## Department of Education

71

## BUREAU OF VOCATIONAL EDUCATION

FRANKFORT 40601

October 23, 1973

Mr. Glenn Tyra  
Graduate Assistant  
School of Business and Economics  
Morehead State University  
Morehead, Kentucky 40351

Dear Mr. Tyra:

This is in reply to your letter of October 8, requesting information on the requirements for approval of vocational business and office education teachers in Kentucky.

In order to qualify as a vocational business and office education teacher, the following prerequisites must be met:

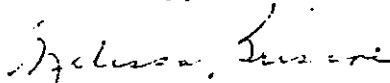
1. A Baccalaureate Degree--with a major or area of concentration in one of the following categories:

Business Education  
Accounting  
Secretarial Practice  
General Business  
Accounting-Secretarial Practice  
Accounting-General Business  
General Business-Secretarial Practice

2. A valid Kentucky teaching certificate (standard or provisional);
3. One year, or 2,000 hours, of approvable office work experience.

Enclosed are copies of the Business Teacher Information Schedule and work experience guidelines that are provided to teachers applying for vocational business certification. If you need additional information, please let me know.

Sincerely,



Melissa Briscoe  
Assistant Director  
Business and Office Education Unit

MB/pwd

Enclosure

## Department of Education

72

## BUREAU OF VOCATIONAL EDUCATION

FRANKFORT 40601

April 1, 1974

Mr. Glenn Tyra  
Morehead State University  
School of Business and Economics  
Morehead, Kentucky 40351

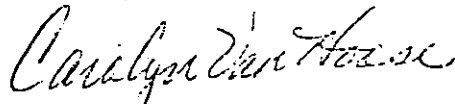
Dear Mr. Tyra:

Mrs. Briscoe has referred your letter of February 25 to me, since I approve vocational business and office education teachers for our unit.

Your study on requirements for vocational business education teachers is most interesting to me. Please plan to send me a copy upon its completion, and I will make it available to our other staff members.

As you know, vocational business and office education teachers must have a bachelor's degree with a major or area of concentration in business education, a Kentucky teaching certificate, and 2,000 hours (one year) of approvable office work experience. It is our feeling that these requirements will continue with a possible change in the work experience. It is our feeling that most of the 2,000 hours of work experience should be 40 hours a week on a regular job. I am sure you will agree that this would enable a teacher to have a much clearer concept of the work performed in an office. This change, however, is only a projection of our feelings for the future approval of vocational business and office teachers.

Sincerely,



Carolyn VanHoose  
State Supervisor  
Business and Office Education Unit

CV/mkf

WORK EXPERIENCE GUIDELINES FOR APPROVING  
BUSINESS AND OFFICE EDUCATION TEACHERS

- I. Work experience for which full consideration may be given:
  1. Employment in a business office when office duties are performed
  2. Part-time employment in a college or university administrative office
  3. Management of a business enterprise or office
- II. Directed work experience:
  1. Up to 500 hours of work experience in a directed work experience program in an approved institution of higher education will be counted at 200% for vocational certification only. This may not exceed 1,000 hours of the required 2,000 hours.
- III. Work experience for which part consideration may be given:
  1. Military experience which relates to a clerical occupation
  2. Clerical or office duties related to employment as a salesman in wholesale or retail trade (This cannot exceed more than 1,000 hours of the required 2,000 hours.)
  3. Student employment performing secretarial or clerical duties for a faculty member while attending college
- IV. Examples of work experience for which no consideration will be given:
  1. Work performed for a close relative when no remuneration is received
  2. Student part-time employment as a library assistant
  3. Clerical duties performed as an officer in a club or organization
  4. Any experience in which duties are performed other than of an office nature, such as employment in a cafeteria or locker room, construction work as a laborer, plant or factory assembly line, truck driving, janitorial work, etc.
  5. Military experience involving duties performed other than of a clerical or kindred nature
  6. Work that is expected of teachers such as sponsors of classes or clubs and the necessary record keeping a teacher must do for the school



## APPENDIX F

STATE DEPARTMENT OF EDUCATION

Division of Public Schools

JEFFERSON BUILDING

P. O. Box 480

JEFFERSON CITY, MISSOURI 65101

March 1, 1974

Mr. Glenn Tyra  
Morehead State University  
School of Business and Economics  
Morehead, Kentucky 40351

Dear Mr. Tyra:

We accept work experience in any of the occupations listed in the business and office education taxonomy developed by the U.S. Office of Education provided it relates to the teaching assignment. A copy of the taxonomy is enclosed.

We do not anticipate any major changes in our certification requirements at the present time. Several bills have been introduced in the Missouri General Assembly during the past few years concerning general certification requirements. In each case, the proposed legislation was to reduce the number of professional education courses required for certification. The bills were defeated in committee by teacher training groups and other educational organizations.

Should you have other questions, please do not hesitate to contact us.

Sincerely yours,

*Charles A. Newman*  
Charles A. Newman, Director  
Business and Office Education

1s1

U. S. OFFICE OF EDUCATION  
TAXONOMY OF OCCUPATIONS

Business and Office Education

14.000000

01	Accounting and Computing Occupations
0101	Accountants
0102	Bookkeepers
0103	Cashiers
0104	Machine Operators: Billing, Bookkeeping, and Computing
0105	Tellers
0199	Accounting and Computing Occupations, Other
02	Business Data Processing Systems Occupations
0201	Computer and Console Operators
0202	Peripheral Equipment Operators
020201	Key Punch and Coding Equipment Operators
0203	Programmers
0204	Systems Analysts
0299	Business Data Processing Systems Occupations, Other
03	Filing, Office Machines, and General Office Clerical Occupations
0301	Duplicating Machine Operators
0302	File Clerks
0303	General Office Clerks
0399	Filing, Office Machines, and General Office Clerical Occupations, Other
04	Information Communication Occupations
0401	Communication Systems Clerks and Operators
0402	Correspondence Clerks
0403	Mail and Postal Clerks
0404	Mail Preparing and Mail Handling Machine Operators
0405	Messengers and Office Boys and Girls
0406	Receptionists and Information Clerks
0499	Information Communication Occupations, Other
05	Materials Support Occupations (Transporting, Storing, and Recording)
0501	Planning and Production Clerks
0502	Quality Control Clerks
0503	Shipping and Receiving Clerks
0504	Stock and Inventory Clerks
0505	Traffic, Rate, and Transportation Clerks
0599	Material Support Occupations (Transporting, Storing, and Recording), Other
06	Personnel, Training, and Related Occupations
0601	Educational Assistants and Training Specialists
0602	Interviewers and Test Technicians
0603	Personnel Assistants

0699	Personnel, Training, and Related Occupations, Other
07	Stenographic, Secretarial, and Related Occupations
0701	Executive Secretary
0702	Secretaries
0703	Stenographers
0799	Stenographic, Secretarial, and Related Occupations, Other
08	Supervisory and Administrative Management Occupations
0801	Administrative Assistants
0802	Budget Management Analysts
0803	Clerical and Office Supervisors
0804	Data-Methods and Systems Procedures Analysts
0805	Office Managers and Chief Clerks
0899	Supervisory and Administrative Management Occupations; Other
09	Typing and Related Occupations
0901	Clerk-Typists
0902	Typists
0999	Typing and Related Occupations, Other
99	Business and Office Occupations, Other

## APPENDIX G



STATE OF OHIO  
DEPARTMENT OF EDUCATION  
COLUMBUS  
43215

79

MARTIN ESSEX  
COMMISSIONER OF  
PUBLIC INSTRUCTION

DIVISION OF VOCATIONAL  
EDUCATION  
612 Ohio Departments Building

October 10, 1973

Mr. Glenn Tyra  
Graduate Assistant  
School of Business and Economics  
Morehead State University  
Morehead, Kentucky 40351

BUSINESS AND OFFICE EDUCATION CERTIFICATION

In Ohio, we do not have a vocational certificate for teachers of vocational Business and Office Education programs. We do have additional qualifications above holding a standard certificate. These qualifications are listed on the enclosed sheet.

I am also enclosing the requirements for obtaining a standard Business Education certificate which the teachers in a vocational program must hold.

DON E. POTTER, Assistant Director  
Vocational Education  
Business and Office Education

ls

Enclosures



STATE OF OHIO  
DEPARTMENT OF EDUCATION  
COLUMBUS  
43215

80

MARTIN W. ESSEX  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

BYRL R. SHOEMAKER, DIRECTOR  
DIVISION OF VOCATIONAL  
EDUCATION  
612 Ohio Departments Building

March 6, 1974

Mr. Glenn Tyra  
Morehead State University  
School of Business and Economics  
Morehead, Kentucky 40351

WORK EXPERIENCE

In reply to your questions concerning work experience for Business and Office Education teachers:

1. We have not designated the type of office work experience required. We accept the work experience if the teacher documents by a letter from the employer stating the kinds of work done and the amount of time worked. The person must have been employed for pay--not volunteer work or self-employed. We want the teachers to have had the experience of "punching the time clock." We also do not require that the experience be in a certain time limit.
2. As to the future, I do not have a crystal ball. However, we are in the process of establishing a vocational business and office education certificate. This is a long and difficult task and I am not sure of the completion date.

I would very much appreciate a copy of your study when completed.

A handwritten signature in cursive script, reading "Don E. Potter", is written above the typed name.

DON E. POTTER, Assistant Director  
Vocational Education  
Business and Office Education

sy

### QUALIFICATIONS FOR TEACHING IN A COOPERATIVE OFFICE EDUCATION PROGRAM (COE):

1. Must hold (or be able to hold) a current Business & Office Education Certificate.
2. A college degree is required with a minimum of 45 semester hours in business content.
3. Teacher must have completed courses or workshop provided for Cooperative Office Education.
4. Teacher must have worked a minimum of one (1) year, full-time in an office (may be done concurrent with 4-year provisional certificate).\*
5. Cooperative Office Education coordinators must have taught one year.

### QUALIFICATIONS FOR TEACHING IN AN INTENSIVE OFFICE EDUCATION PROGRAM (IOE):

1. Each teacher must hold (or be able to hold) a current Business & Office Education Certificate.
2. A college degree required with a minimum of 45 semester hours in business content (unless holding a one-year BOE certificate).
3. Teacher must have completed courses or workshop provided for Intensive Office Education.
4. Teacher must have worked a minimum of one (1) year, full-time in an office (may be done concurrent with 4-year provisional certificate, but not 1-year BOE certificate).\*

\*Full-time work experience is 40 hours per week. Summer employment of 40 hours per week is considered full-time work experience. At least eight months must be of this type work experience. The other four months may be part-time (less than 40 hours per week--equated on the basis of 40 hours per week.)

### QUALIFYING COURSES IN IOE AND COE ARE OFFERED AT THE FOLLOWING INSTITUTIONS:

<u>Institution</u>	<u>Please Contact</u>	<u>Courses Offered</u>
Akron University	Mrs. Lillian King	IOE - COE
Ashland College	Mr. Alex Nagy	IOE - COE
Bowling Green State University	Dr. Don Bright	IOE - COE
Central State University	Miss Thelma Turner	IOE
Cincinnati University	Mr. Harry Ertel	IOE - COE
Cleveland State University	Dr. Lucille Wright	IOE - COE
Findlay College	Mrs. Bea Wells	IOE - COE
Kent State University	Mr. Richard Horn	IOE - COE
Ohio State University	Dr. Otto Santos, Jr.	IOE - COE
Toledo University	Dr. Mary Canfield	IOE - COE
Youngstown State University	Mrs. Mae Turner	IOE - COE



## APPENDIX H

## OFFICE EDUCATION CERTIFICATION REQUIREMENTS

83

## Initial Employment

The bachelor's degree and \*Certification issued by the Tennessee State Board of Education with at least five appropriate endorsement areas in Business Education and office work experience--2,000 hours (subject to evaluation).

## During first five years of employment

Complete three graduate level courses, approved by the State Board for Vocational Education.

VOCATIONAL COURSES	
REQUIRED	ELECTIVE
<b>**Organization and Administration of Vocational Office Education</b>  <b>**Methods and Materials for Vocational Office Education</b>  Vocational Guidance	History of Vocational Education  Job Analysis  Measurement and Evaluation of Occupational Education  Coordination Techniques in Cooperative Education (Required for Cooperative Coordinators only)
**Courses designed for Vocational Office Education	

OPTIONS FOR VOCATIONAL OFFICE EDUCATION CERTIFICATION			
OPTIONS	CREDITS TO BE EARNED	TIME ALLOTMENT	CONTINUING EDUCATION
I	Master's Degree which includes OE Certification and equal distribution between content and professional courses.	Plan of the Institution and enrollee. Progress must be made before beginning second year employment.	Within each five-year period following completion of Master's with OE Certification, earn credit in one course or equivalency credit in one approved activity.
II	Minimum of one course before beginning second year employment.  A second course before beginning third year employment.  Remaining courses before beginning sixth year employment.	Maximum time allowed will be five years.	Within second and subsequent five-year periods following that allowed to acquire OE Certification: (a) Earn credit in 2 approved Vocational courses or (b) Earn equivalency credit in activities designated by the State Board for Vocational Education; or (c) A combination of (a) and (b) above.

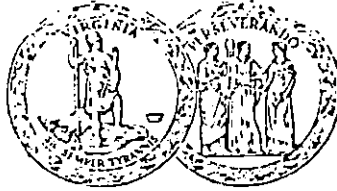
## NOTE:

Teachers employed in programs of Office Education prior to July 1, 1968 will receive retroactive credit toward OE Certification for any credits which are applicable and earned prior to that date.

The specification for Continuing Education prior to July 1, 1968 was that credit be earned in two approved courses in a five-year period. A teacher who has accomplished this may fulfill certification requirements within the second five-year period of employment.

\*See "Tennessee Regulations for Certification of Teachers"

## APPENDIX I

STATE DEPARTMENT OF EDUCATION  
RICHMOND, 23216

March 11, 1974

Mr. Glenn Tyra  
Morehead State University  
Morehead, Kentucky 40351

Dear Mr. Tyra:

I am replying to your letter of February 25 regarding certification requirements for vocational business teachers. The certification requirements for all teachers in vocational programs are contained in our State Certification Guide. There are no additional requirements for vocational teachers. This is one of the reasons that a minimum of 45 semester hours is required in our programs.

Work experience is recommended for teachers in vocational programs and for coordinators of cooperative office education. We recommend a minimum of three months of experience in an office. It does not appear that we will have a certification that will require work experience any time in the near future.

Our State certification requirements have been under study by teacher educators, local supervisors, and business teachers. A major change was made in 1968 when we began our job-oriented block-time programs. The kind of certification that we have in Virginia which centers around preparing students for occupational clusters seems to meet our needs, and we do not envision any changes in the next revision of our regulations.

I would be very interested in seeing the results of your study.

Very sincerely,

Carl E. Jorgensen  
State Supervisor  
Business Education

CEJ/dlt

## APPENDIX J



State of West Virginia  
Department of Education  
Charleston  
25305

DANIEL B. TAYLOR  
STATE SUPERINTENDENT  
OF SCHOOLS

October 17, 1973

Mr. Glenn Tyra  
Graduate Assistant  
Morehead State University  
UPO Box 2300  
Morehead, Kentucky 40351

Dear Mr. Tyra:

As per your request am mailing a copy of the teacher certification requirements for vocational business and office education for the State of West Virginia.

Sincerely,

A handwritten signature in cursive script that reads "Randall Wells".

Randall L. Wells, PhD  
State Supervisor  
Business & Office Education

RLW:ns



State of West Virginia  
Department of Education  
Charleston  
25305

DANIEL B. TAYLOR  
STATE SUPERINTENDENT  
OF SCHOOLS

February 27, 1974

Mr. Glenn Tyra  
Morehead State University  
Morehead, KY 40351

Dear Mr. Tyra:

The following answers are to the questions in your letter of February 25, 1974:

1. Office work experience is not a requirement in the certification standards of West Virginia for business teachers. However, 2,000 hours of work experience related to the teaching area has been suggested for teachers in approved vocational programs. This information is recorded in the State Supervisor's office only and is not handled through certification.
2. I am not a member of the certification committee set up for Business and Office Education, but I have received some of their work. This committee is working toward competency-based teacher certification requirements.

I would be happy to receive a copy of your study.

Sincerely,

BUREAU OF VOCATIONAL, TECHNICAL  
AND ADULT EDUCATION

A handwritten signature in cursive script that reads "Randall L. Wells".

Randall L. Wells, Ph.D.  
Business and Office Education

RLW/lw

## APPENDIX K



## WORK EXPERIENCE REQUIREMENTS

---

State	Work Experience Required
Illinois	2,000 Hours
Indiana	Recommended Only
Kentucky	2,000 Hours
Missouri	2,000 Hours (Master's) 4,000 Hours (Bachelor's)
Ohio	2,000 Hours
Tennessee	2,000 Hours
Virginia	Recommended Only
West Virginia	Recommended Only

---

# CERTIFICATION TRENDS

State	Anticipates Change	Anticipates No Change
Illinois	X	
Indiana	X	
Kentucky	X	
Missouri		X
Ohio	X	
Tennessee	*	
Virginia	X	
West Virginia	X	

\* No Response

## BIBLIOGRAPHY

## BIBLIOGRAPHY

### Book

Woellner, Elizabeth H. Requirements for Certification for Elementary Schools, Secondary Schools, Junior Colleges. Chicago: The University of Chicago Press, 1972.

### Unpublished Studies

Alpha Psi Chapter, Pi Omega Pi. "A Survey by State to Determine Future Demands for Secondary Business Teachers," Bowling Green State University, Ohio, January 16, 1969. (Mimeographed.)

Whitt, Doris W. "Certification Requirements for Vocational Business Education Teachers in Kentucky and Selected States." Unpublished Master's Research Report, Morehead State University, 1973.

### Periodicals

Crews, James W. "Business Teacher Certification in Transition," National Business Education Quarterly, XXXVIII (December, 1969), 56.

Dees, Constance Y. "A Survey of Opinion on Certain Certification Policies and Requirements for Business Teachers," Journal of Business Education, (December, 1970), 121.

Gray, Robert B. "The Effect of the New Vocational Business Education on Teacher Preparation," Business Education Review, (Summer, 1971), 61-66.

Jones, Maloyd E., Jr. "Work Experience Requirements for Business Teachers," Eastern Business Teacher Association, (Fall, 1972), 29.

Keller, William D. "Too Many Business Teachers?--Let's Raise Standards," The Journal of Business Education, (May, 1972), 314-315.

Policies Commission for Business and Economic Education. "This We Believe About the Preparation and Certification of Business Teachers," Business Education Forum, (April, 1972), 61-62.

Whitney, Eugene. "A Perspective on Teacher Certification," Sincerely Yours, (November, 1972), 20.

### Personal Correspondence

- Bureau of Vocational Education in Kentucky. Personal correspondence between Carolyn VanHoose and Melissa Briscoe, State Supervisors, and the writer, October 23, 1973 and April 1, 1974.
- Business Education Department in Virginia. Personal correspondence between Carl E. Jorgensen, State Supervisor, and the writer, March 11, 1974.
- Business and Office Education in Indiana. Personal correspondence between John D. Lee, Chief State Consultant, and the writer, October 16, 1973 and March 8, 1974.
- Business and Office Education in Missouri. Personal correspondence between Charles A. Newman, Director, and the writer, March 1, 1974.
- Business and Office Education in West Virginia. Personal correspondence between Randall L. Wells, State Supervisor, and the writer, October 17, 1973 and February 27, 1974.
- Professional and Curriculum Development in Illinois. Personal correspondence between William E. Reynolds, Coordinator, and the writer, March 11, 1974.
- State Department of Education in Tennessee. Written and xerox materials from the State Department of Education, undated.
- Vocational Business and Office Education in Ohio. Personal correspondence between Don E. Potter, Assistant Director, and the writer, October 10, 1973 and March 6, 1974.

### Pamphlets

- Illinois State Teacher Certification Board. The Certification of Professional Educational Personnel, (Springfield: The Office of the Superintendent of Public Instruction, 1972).
- Indiana State Department of Public Instruction. Business Education, Secondary Teacher Certification Requirements, (Indianapolis: The Office of the Superintendent of Public Instruction, Bulletin 400, undated).
- Indiana State Department of Public Instruction. The Secondary School Teacher Certificate, Provisional, (Indianapolis: The Office of the Superintendent of Public Instruction, Bulletin 400, undated).

Ohio State Department of Education. Laws and Regulations Governing Teacher Education and Certification, (Columbus: The Office of the Superintendent of Public Instruction, January 1, 1972).

Virginia State Department of Education. Certification Regulations for Teachers and Qualifications for Administrative Supervisory and Related Instructional Positions, (Richmond: The Office of the Superintendent of Public Instruction, July, 1968).